



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO

NASLEMINST 1560.2B
NCO

APR 30 2001

NAS LEMOORE INSTRUCTION 1560.2B

From: Commanding Officer, Naval Air Station Lemoore

Sub: NAVY COLLEGE AWARDS AND RECOGNITION PROGRAM

Encl: (1) Nomination Form

1. Purpose. To establish policies and procedures for the administration of the Navy College Awards and Recognition Program.

2. Cancellation. NASLEMINST 1560.2A

3. Background. The viability of voluntary education aboard Naval Air Station (NAS) Lemoore depends on the professionalism and dedication of numerous selfless individuals involved in the educational process. Academic excellence demands not only knowledge and expertise but altruistic service as well. Recognizing the latter is consistent with Navy policy of acknowledging those who go above and beyond the call of duty.

4. Awards.

a. Instructor of the Year Award - This award recognizes an instructor who is dedicated to teaching excellence and has demonstrated a commitment to the student constituency served by the Navy College Program (NCP). To be considered, an instructor must have taught at least two terms aboard NAS Lemoore during the year preceding his/her nomination. Nominees are submitted by the academic centers.

b. Distinguished Service Award. This award honors individuals outside the NCP organization who have made a significant contribution and/or provided substantial support to the NCP over a protracted period. It could be a community leader, board member, university official, or even a military member who has made a positive difference to the off-duty education programs. It is not limited to an annual presentation and may be awarded to more than one individual. Nominations can come from anyone working within the NCP.

c. Merit Award. This award is used to recognize someone within the NCP who sets an example for others by demonstrating an uncommon commitment to the NCP mission and personifies excellence in whatever capacity he/she is serving. The award is open to anyone who has worked within the NCP for the entire year

NASLEMINST 1560.2B

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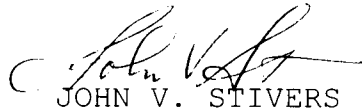
preceding his/her nomination. Nominations may come from anyone having knowledge of a nominee's performance.

5. Action.

a. Nominations for NCP awards shall be submitted using enclosure (1).

b. The Director, Navy College Office Lemoore is responsible for administering the program and chairing the selection committee which will include the XO, an HRO representative and a Chaplain.

c. Each winner will receive a plaque and a certificate from Navy College and a Letter of Appreciation from the Commanding Officer, NAS Lemoore. Awards will be presented annually at the pre-graduation luncheon.


JOHN V. STIVERS

Distribution: (NASLEMINST 5215.2X)
Lists A & B

NOMINATION FORM

NOMINEE'S NAME:

DEPARTMENT:

INSTRUCTOR OF THE YEAR _____ DISTINGUISHED SERVICE _____ MERIT
_____ (Check as appropriate)

BRIEFLY DESCRIBE THE NOMINEE'S ACCOMPLISHMENTS (Use back of form
if additional space is required):

NOMINATED BY: _____ PHONE #: _____

Send completed form to:

Director, Navy College Office
Training Building A, Room 108
NAS Lemoore, CA 93246-5009

FOR SELECTION COMMITTEE USE ONLY

DATE

Enclosure (1)